

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment Number

0-17

Work Assignment

☒ Original ☐ Amendment Number:Contract Number
EP-W-10-002Contract Period
Base ☒

Option Period Number

Title of Work Assignment
Office of Air and Radiation, Regional
Planning Organization (RPO) ProgramContractor
INDUSTRIAL ECONOMICS INC.

Specify Section and Paragraph of Contract SOW

Purpose: ☒ Work Assignment Initiation ☐ Work Assignment Close-Out
☐ Work Assignment Amendment ☐ Incremental Funding
☐ Work Plan Approval

Periods of Performance

From: 10/13/10

To: 01/31/11

Comments:

The purpose of this action is to initiate a new Work Assignment and request a Work Plan from the Contractor based on the attached Statement of Work.

☐ Superfund

Accounting and Appropriations Data

☒ Non-Superfund

Line	DC (Max 6)	Budget/FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1											
2											
3											
4											
5											

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee

LOE

Previously Approved

This Action

Total \$0.00

810

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee: \$0.00

LOE: 810

Work Assignment Manager Name

SHANI S. HARMON

Branch/Mail Code 6102A

Phone Number 202-564-1617

Fax Number 202-564-1352

(Signature)

(Date)

Project Officer Name

CATHERINE J. TURNER

Branch/Mail Code 1805T

Phone Number 202-566-0951

Fax Number 202-566-3001

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code

Phone Number

Fax Number

(Signature)

(Date)

Contracting Official Name

BRADLEY R. AUSTIN

Branch/Mail Code 3803R

Phone Number 202-564-5574

Fax Number 202-565-2560

(Signature)

(Date)

Contractor Acknowledgement of Receipt and Approval of Workplan (Signature and Title)

Date

Office of Air and Radiation, Regional Planning Organization (RPO) Program

Contract: EP-W-10-002, Work Assignment: 0-17

Summary Information

Title: Office of Air and Radiation, Regional Planning
Organization (RPO) Program
Period of Performance: From: 10/13/10
To: 01/31/11
Award Date: 10/13/10
Total Funding:

Procurement Management Roles

WORK ASSIGNMENT MANAGER:

U.S. E.P.A.
Attn: SHANI S. HARMON
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Attachments

Attachment Name

Office of Air and Radiation, Regional Planning Organization (RPO)
Program Evaluation

Contract: EP-W-10-002, Work Assignment: 0-17

Office of Air and Radiation, Regional Planning Organization (RPO) Program Evaluation

Contract: EP-W-10-002, Work Assignment: 0-17

Some RPOs now have expanded their mission beyond addressing regional haze. The evaluation of the RPOs will include a review of RPO work related to regional haze, as well as an overall evaluation of RPO structures and capabilities, and their applicability for addressing other multi-state problems, such as developing multi-pollutant strategies for air quality issues.

The RPO program evaluation will attempt to address a number of interrelated questions:

- What general areas of support did RPOs provide states in developing their SIPs for regional haze (e.g., support in developing plans, assessing Reasonable Progress (RP) and assessing Best Available Retrofit Technology or BART?). Did all the RPOs carry out the same areas of support? How did the RPOs organize to carry out their responsibilities, and what were the respective roles and responsibilities of the RPOs and their component states and tribes? Describe the working relationship between the states and the RPOs, and how they communicated their efforts. What resources and information did RPOs provide in developing SIPs for regional haze, and did they provide the resources and information in a timely fashion? With the assistance of the RPOs, did the states submit their SIPs on time? How did the outcomes of RPO's vary among the RPO?
- What kinds of technical support did RPOs provide state, tribal and local air agencies (e.g. emission inventories, air modeling, other technical analyses, rule development)? How is this support provided (e.g., on-board staff; contracts; workgroups comprised of state, tribal and local staff; sub-grants to other organizations)? How much of the support RPOs provide is provided by RPO staff (%)? How much is performed by others, such as contractors (%)? Did RPOs provide support to one another? Have the types of technical support changed over time, and as the RPOs have broadened their responsibilities?
- Describe how the RPOs performed unique technical, administrative, communication, or facilitation functions that could not be performed by individual state, tribal and local air agencies, if applicable.
- Describe the efficiencies gained by working at the regional, rather than at the state, tribal, or local level in developing and implementing the regional haze rule.
- Which RPOs have expanded their mission beyond regional haze? How have they distinguished their expanded responsibilities from the responsibilities of their partner multi-jurisdictional organizations (MJOs)? Do the MJOs have the same states, tribes and local agencies as members? Do the RPOs work jointly or hold joint meetings with their partner MJOs (or other sister organizations)? Do the organizations have administrative procedures to differentiate among separate sources of funding?
- Could the RPO model for implementing the regional haze rule be used as model for carrying out other multi-jurisdictional, multi-pollutant air quality work?

Quality Assurance (QA) Requirements

The contractor shall prepare a quality assurance plan (QAP) that shall describe the use of primary and or secondary data sources for the evaluation report. Task 2-6 provides QAP requirements for this work assignment.

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TASKS AND DELIVERABLES:

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

NOTE REGARDING WORK ASSIGNMENT DELIVERABLES AND TECHNICAL DIRECTION:

The Work Assignment Contracting Officer's Representative (COR) is authorized to issue technical direction under this work assignment. The WAM will follow-up all oral technical direction in writing within 5 days.

PHASE I

TASK 1: PREPARE WORKPLAN

The contractor shall prepare a workplan **for Phase I and Phase II** within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The WA COR and the Contract Level COR and the CO will review the workplan. However, only the CO can approve/disapprove the workplan. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

Deliverables and Schedule Under Task 1

- | | |
|----------------------|---|
| 1a. Workplan | Within 15 calendar days of receipt of work assignment. |
| 1b. Revised workplan | Within 3 calendar days of receipt of comments from the CO, if required. |

TASK 2: DESIGN METHODOLOGY

[Contract Scope of Work Element III, Section 1, para(s) 1, page(s) (10 -11)]

At least seven calendar days prior to performance of Task 2 subtasks, the EPA COR will provide the contractor with essential documents for review that provide the history, goals, and status of each program activity to be evaluated. Review of these documents is essential to adequately performing the work under this work assignment.

2-1 PARTICIPATE IN A CONFERENCE. The contractor shall participate in a conference call with the EPA COR and other Agency staff to clarify the purpose of the evaluation effort and to exchange ideas about the design of the assessment, the information to be collected, potential sources of information, appropriate ways to analyze and present the information, and other pertinent matters. The COR will contact the contractor and

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provide a time and date for the conference call. For the purposes of costing, the contractor shall assume two two-hour conference calls.

2-2 ASSIST IN DEVELOPING A LOGIC MODEL. The development of a logic model is an essential tool in developing a common understanding of a program's inputs, outputs and activities. As an initial step in preparation for the evaluation, EPA began developing a logic model of its program. EPA will provide a copy of the draft logic model to the contractor. The contractor shall finalize the logic model using software (e.g., Microsoft Word, Power Point) that can be manipulated/revised by EPA within 7 calendar days after receipt of the draft logic model from the EPA COR.

2-3 REFINE EVALUATION QUESTIONS. Using the logic model developed in Task 2-2, the contractor shall meet with the EPA COR and evaluation team members via conference call to refine the evaluation questions that will be the subject of this evaluation. A list of the draft questions shall be delivered 7 calendar days by the contractor to EPA after the final meeting to discuss the questions. Final questions shall be due 7 calendar days after receipt of comments from the EPA COR via TD. For the purposes of costing contractor shall assume two one-hour conference calls.

2-4 DESIGN EVALUATION METHODOLOGY. Based on the conference call in 2-1 and the final logic model, the contractor shall prepare a draft evaluation methodology, which will address the purpose, audience, the refined questions that will be the focus of the evaluation, and information needed to evaluate the program. This methodology shall include a plan for gathering the needed information, including interview/discussion guides for the program evaluation and a plan for compiling, analyzing and presenting the information gathered. The draft evaluation methodology shall also include a proposed schedule for: (1) delivering the information gathering plan (Task 3-1), (2) discussing the compilation, analysis and presentation of information (Task 3-2) and for providing the draft and final reports (Task 4-1 and 4-2). The draft evaluation methodology shall be due 14 calendar days after a receipt of a TD from the EPA COR. The final evaluation methodology shall be due 7 calendar days after receipt of comments from the EPA COR via TD.

2-5 QUALITY ASSURANCE PLAN. The contractor shall prepare a quality assurance plan (QAP) that shall describe the use of primary and or secondary data sources for the evaluation report. Specifically, the QAP will describe: 1) the purpose of the evaluation, 2) the methodology used to collect data for the report, 3) how and where data for the evaluation was collected, 4) why the particular data collection method was chosen, 5) how the data will be used and by whom, 6) how the resulting evaluation report will be used and by whom and, 7) any data limitations or caveats. An example of a QAP will be provided by the WAM. The contractor shall submit the QAP to the EPA COR one week after the final evaluation methodology is approved. A final QAP will be delivered 3 calendar days after receipt of comments from the EPA COR via TD.

Deliverables and Schedule Under Task 2 [Completed Before November 18, 2010]

2-1	Participate in conference	To be specified by the EPA WAM
2-2	Finalize Logic Model	7 calendar days after receipt of draft Logic Model from EPA WAM
2-3a	Draft Refined Questions	7 calendar days after final meeting with EPA WAM
2-3b	Final Refined Questions	7 calendar days after receipt of comments from EPA WAM via TD
2-4a	Draft evaluation methodology	14 calendar days after receipt of TD from EPA WAM

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2-4b	Final evaluation methodology	7 calendar days after receipt of comments via TD from EPA WAM
2-5	Quality Assurance Plan	7 calendar days after WAM approves final evaluation methodology
2-5b	Final Quality Assurance Plan	3 calendar days after receipt of comments via TD from EPA WAM

PHASE I

TASK 3: INFORMATION GATHERING AND ANALYSIS

[Contract Scope of Work Element III, Section 1, para(s) 1, page(s) (10 -11)]

3.1 INFORMATION GATHERING. The information that is needed to conduct this evaluation will come from a variety of sources. In **Phase I**, the contractor shall finalize the interview questions and submit a schedule of interviews to EPA. The contractor shall provide EPA with final interview questions for different interview groups.

MAY BEGIN IN PHASE I, COMPLETE IN PHASE II

The contractor shall begin conducting the interviews in **Phase I**. The contractor shall complete the interviews and providing EPA with a transcript or recording of the interviews –in **Phase II**. The contractor, for the purposes of costing, shall assume conducting no more than 30 interviews, with the 5 RPOs, 9 state agencies, 2 tribes and 10-14 EPA staff from the regional offices, labs and headquarters, each interview being 1-2 hours in duration. An ICR will not be needed for the interviews, as different questions will be asked to the different interview groups, and no more than 9 members will be in an interview group. An ICR is not needed to collect information from EPA employees. In addition to interviews, information will be collected from the following sources:

- Literature Review. The contractor shall conduct a literature review of any relevant materials on the Regional Haze Program and RPOs. EPA will provide the contractor with EPA's websites that contain background material, such as the Clean Air Act Amendments of 1990 and the Regional Haze Rule.
- Review Case Studies. The contractor shall review case studies. EPA will provide copies of any relevant studies and surveys of analyses and reviews of RPOs conducted by EPA or partners, such as the National Association of Clean Air Agencies.

PHASE II

3-2 DISCUSSION OF DATA COMPILATION, ANALYSIS, AND PRESENTATION. Under 3-2, the contractor will participate in one to two one-hour long conference calls in Phase II. In accordance with the evaluation methodology schedule, the contractor shall meet via conference call(s) with the EPA WAM and other Agency staff to present approaches to and preliminary results of compilation, analysis, and presentation of the information.

- o Analysis shall include a comparative analysis of the five RPOs, including the differences in mission, funding, technical expertise, administrative support services, and service offered.

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Analysis shall also include an assessment of whether the states the RPO was tasked with supporting completed their Regional Haze SIPs and other work on time, and the cause if they did not.

- o Analysis of whether the RPO model for implementing the regional haze rule could be used as a model for carrying out other multijurisdictional, multi-pollutant air quality work.

Deliverables and Schedule Under Task 3

3-1a FINALIZATION OF INTERVIEW QUESTIONS & SCHEDULE OF INTERVIEWS. Contractor shall provide EPA with final interview questions for different interview groups. Contractor shall provide EPA with schedule for conducting interviews **Phase I.**

7 calendar days after EPA WAM approves final evaluation methodology via TD.

3-1b TRANSCRIPT OR RECORDING OF INTERVIEWS. Contractor shall complete interviews and provide EPA with a transcript or recording of the interviews.

May begin in Phase I; Complete in Phase II

In accordance with Methodology Schedule approved in Task 2-5b.

3-2 CONFERENCE CALL DISCUSSING FINDINGS. Contractor shall participate in one to two hour-long conference calls discussing their findings from the interviews and whether additional or follow-up interviews are necessary for clarification.

Complete in Phase II

In accordance with Methodology Schedule approved in Task 2-5b.

PHASE 2

TASK 4: EVALUATION REPORTS & PRESENTATION MATERIALS

[Contract Scope of Work Element III, Section I, para(s) 1, page(s) (10 -11)]

4-1 DRAFT REPORT. In accordance with the evaluation methodology schedule, the contractor shall submit a draft report containing, the compilation, analysis, and presentation of information developed and gathered during the conduct of the evaluation, specifically, information obtained or developed in support of Tasks 2-1 through 3-2.

4-2 FINAL REPORT. The contractor shall provide a final report that reflects appropriate consideration of the Agency's comments on the draft report and of any comments received during the oral presentations. The EPA COR will provide the contractor with a copy of the Evaluation Support Divisions' Report Style Guidelines. These guidelines shall be used to write all components of the evaluation report.

4-3 ORAL PRESENTATIONS. The contractor shall be prepared to make at least one oral presentation of the information at a date, time, and location to be specified by the EPA COR in a TD. The location will most likely be Washington, D.C. The contractor shall prepare appropriate briefing materials, specifically, a power point briefing for the oral presentation.

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4-4 FACTSHEET. The contractor shall develop a fact sheet summarizing the evaluation purpose, questions, methodology, results and recommendations. The EPA COR will provide the contractor with a copy of a fact sheet template.

Deliverables and Schedule Under Task 4 [Complete by January 31, 2011]

4-1	Draft report	In accordance with the evaluation methodology schedule approved by the WAM in task 2-5b.
4-2	Final report	14 calendar days after receipt of comments on the draft report and oral presentations.
4-3	Oral presentation	To be scheduled by the EPA WAM
4-4	Fact Sheet	7 calendar days after completion of Final Report

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 0-17 <input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number 000001								
Contract Number SP-W-10-002	Contract Period 11/19/2009 To 11/18/2014 Base <input checked="" type="checkbox"/> Option Period Number	Title of Work Assignment/SF Site Name								
Contractor INDUSTRIAL ECONOMICS, INCORPORATED		Specify Section and paragraph of Contract SOW								
Purpose <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval		Period of Performance From 10/13/2010 To 11/18/2010								
Comments: The purpose of this amendment is to approve the contractor's work plan dated November 9, 2010.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A										
Line	DCN (Max 6)	Budget FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 5)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period		Cost/Fee		LOE						
11/19/2009 To 11/18/2014										
This Action		\$8,548.83		-796						
Total		\$8,548.83		00						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: 11/9/10		Cost/Fee: \$90,711.72		LOE: 796						
Cumulative Approved:		Cost/Fee:		LOE						
Work Assignment Manager Name Shari Harmon						Branch/Mail Code				
_____ (Signature)						_____ (Date)				
Project Officer Name Cathy Turner						Branch/Mail Code				
_____ (Signature)						_____ (Date)				
Other Agency Official Name						Branch/Mail Code				
_____ (Signature)						_____ (Date)				
Contracting Official Name Bradley Austin						Branch/Mail Code				
_____ (Signature)						_____ (Date)				
						Phone Number 202-564-1617				
						FAX Number				
						Phone Number 202-566-0931				
						FAX Number				
						Phone Number 202-564-3574				
						FAX Number				